



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 06/07/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: BEHAVIORIAL COUNSELOR			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Behavioral Counselor is responsible for behavioral counseling, the Intense Residential Guidance Program, Drug and Alcohol Counseling, and Art Therapy for the students in grades 1-12.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Duties include the organization of the Intense Residential Guidance Program and the evaluations of each student in the program.2. Behavioral counseling includes individual and group counseling focusing on the chance in a non-productive behavioral pattern. Provides on-site individual and group counseling services to Eufaula Dormitory students including responsive series and curriculum guidance.3. Planning actively engaging in assessment which profiles needs of individual students. Provides individual guidance on the informal and/ or structured basis to appropriate staff based on student needs.4. Interviews, screens and identifies personal problems in order to assess residents mental health needs and to determine appropriate mental health social services.5. Maintains and develops individual case files, using appropriate recordkeeping practices which ensures confidentiality.6. Review daily the dormitory log books and make entries as needed.7. Develop, maintain, and update forms for interviews, progress notes, release of information parental consent and other reporting needs.8. Consults with faculty, residential staff, parents, behavioral and adjustment needs of individual residents.9. Knowledgeable about government and community mental health/social services available to residents.



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

	10. Shall provide alcohol and drug abuse counseling to dormitory students when necessary.
Minimum Requirements:	Bachelor's Degree in Psychology, Social Work, Counseling or other Behavioral Health field with 1 year experience.
Preferred Requirements:	Master's Degree in Behavior Health field with licensure as Licensed Professional Clinical Counselor (LPCC) or Licensed Professional Counselor (LPC) with 5 years' experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.